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GOVERNOR

SHAN S. TSUTSUI  
LIEUTENANT GOVERNOR



LESLIE WILKINS  
CHAIRPERSON

ALLICYN C.H. TAsAKA  
EXECUTIVE DIRECTOR

STATE OF HAWAII  
WORKFORCE DEVELOPMENT COUNCIL  
830 Punchbowl Street, Suite 417, Honolulu, Hawaii 96813  
Phone: (808) 586-8630 Web: <http://labor.hawaii.gov/wdc/>

**Workforce Innovation and Opportunity Act Core and Mandatory Partners Meeting**  
**February 22, 2017**  
**1:30 p.m.–3:30 p.m.**  
**Keelikolani Building**  
**830 Punchbowl Street, Room 310**  
**Honolulu, HI 96813**

**MINUTES**

**CORE PARTNERS' ATTENDEES:**

Albert Perez, DHS–Vocational Rehabilitation  
Susan Foard, DHS–Vocational Rehabilitation  
Debbie Miyao, DOE–Adult Education  
Elaine Young, Wagner-Peyser  
Carol Kanayama, Wagner-Peyser  
Lester Tanji, DOE–Adult Education  
Allicyn Tasaka, Adult, Dislocated Worker and Youth Programs  
Christine Park, DOE–Adult Education

**MANDATORY PARTNERS' ATTENDEES:**

Artie Barba, DLIR–Unemployment Insurance  
Catherine Scardino, DHS–TANF  
Ann Greenlee, Hawaii State Director, USDOL–Veterans' Employment and Training Service  
Bernadette Howard, UH–Career and Technical Education  
Kim Arista, DHS–TANF

**OTHER PROGRAMS:**

Geneva Spear, DHS–Employment and Training (SNAP)

**STATE WORKFORCE DEVELOPMENT COUNCIL ATTENDEES:**

Jeanne Ohta, Workforce Development Council  
Linda Sakamoto, Workforce Development Council  
Kim Saito, Workforce Development Council  
Allicyn Tasaka, Workforce Development Council

**I. Call to Order**

The meeting was called to order at 1:35 p.m. by Allicyn Tasaka, Executive Director of the Workforce Development Council (WDC). This is the second meeting for the WIOA core and mandatory partners.

II. Approval of Minutes:

A. January 25, 2017 meeting

Bernadette Howard moved to approve the minutes of the January 25, 2017 meeting. Debbie Miyao seconded the motion. The motions was passed with 12 ayes. (WDC staff are non-voting attendees.)

III. Old Business

A. Review elements of the American Job Center service of delivery system

Allicyn Tasaka reviewed the handouts that were distributed: SB 49 SD1 Relating to Education; the National Association of State Workforce Agencies legislative priorities; the funding summary of the different state and local agencies and their programs; and the IMPAQ summary of surveys of selected American Job Centers.

Jeanne Ohta reviewed the contents of the Memorandum of Understanding (MOU) and Infrastructure Funding Workbook that was distributed. The Workbook provides a process to guide the discussion between the core and mandatory partners and the local boards with the goal of having a signed MOU with all of the core and mandatory partners; and to have agreement on how the infrastructure costs will be shared by the partners. It is the responsibility of the local boards to design the service delivery system in the local areas. The Workbook also outlines the required elements of the MOU, the infrastructure funding agreement, and the infrastructure budget, and the other shared costs budget.

IV. Meeting Schedule

A. Monthly meetings through June 2017 from 1:30 pm–3:30 pm

1. March 22 and April 19 at Keelikolani Building, Room 310
2. May 24 and June 14 at McKinley Community School for Adults, Conference Room 110

V. Adjournment

The meeting was adjourned at 3:27 p.m.